

# Check In and Join a Remote Appearance Using LACourtConnect 3.0



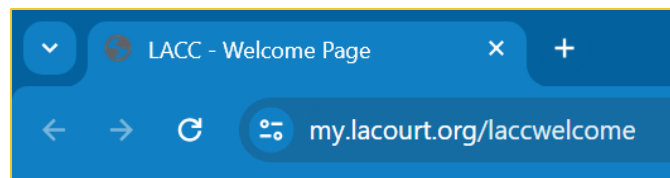
## Reference Guide

**LACourtConnect** is part of the Court's Access LACourt | Your Way initiative and provides a convenient option for appearing in court without having to visit a court location. This Reference Guide outlines how to check in and join a hearing as a remote participant using LACourtConnect 3.0.

### Access LACC 3.0

#### Step 1 - Go to the LACC Welcome Page

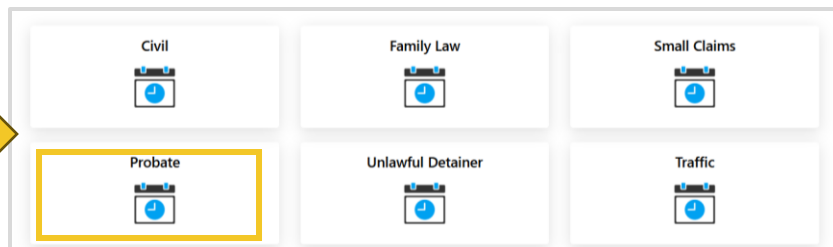
<https://my.lacourt.org/laccwelcome>



#### Step 2 - Select the litigation for your case.

FOR TRAFFIC LITIGATION ONLY  
Continue to step 3.

All other litigations, you will be directed to LACC 3.0. Skip to page 2.



#### Step 3 - Answer Questions

##### Traffic Only

You will be asked a series of questions. Based on the answers, you will either be directed to LACC 3.0 or given instructions for the hearing.

THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF LOS ANGELES

LACOURTCONNECT

LACC Schedule Remote Appearance - Traffic Case

Be advised that appeals and red light camera trials are not eligible for LACC remote appearance.

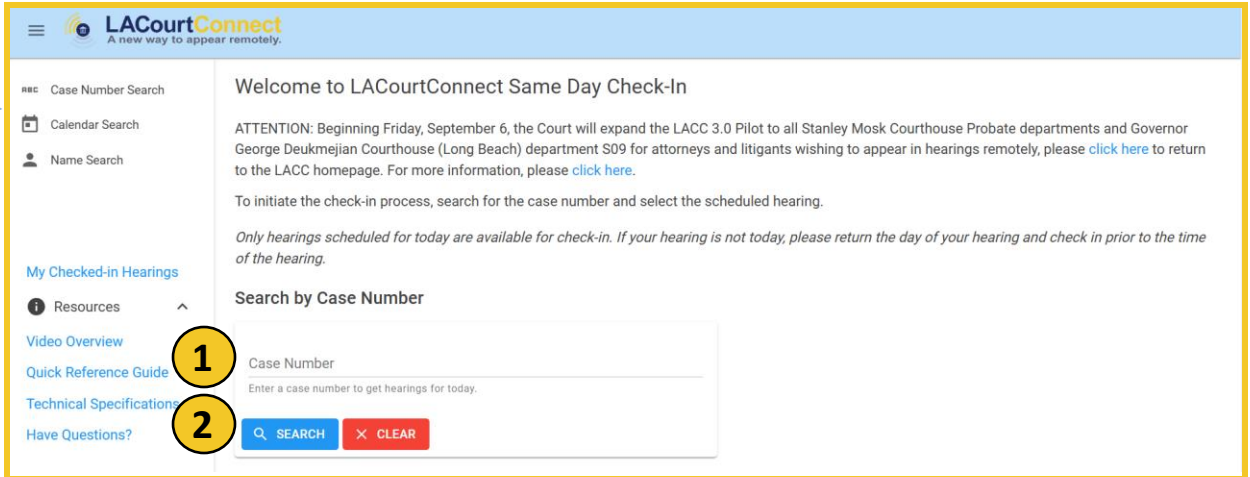
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES  
ADVISEMENT OF REMOTE APPEARANCE

Before you schedule a remote appearance on your traffic case, please understand that there is no ability to show documents to the judicial officer.

Will you be presenting any documents or forms, such as a proof of correction, proof of insurance, photos, any information from a smartphone or other device, etc.?

## Search for Cases

1. Enter your case number.
2. Click **Search**.



Welcome to LACourtConnect Same Day Check-In

ATTENTION: Beginning Friday, September 6, the Court will expand the LACC 3.0 Pilot to all Stanley Mosk Courthouse Probate departments and Governor George Deukmejian Courthouse (Long Beach) department S09 for attorneys and litigants wishing to appear in hearings remotely, please [click here](#) to return to the LACC homepage. For more information, please [click here](#).

To initiate the check-in process, search for the case number and select the scheduled hearing.

Only hearings scheduled for today are available for check-in. If your hearing is not today, please return the day of your hearing and check in prior to the time of the hearing.

Search by Case Number

Case Number  
Enter a case number to get hearings for today.

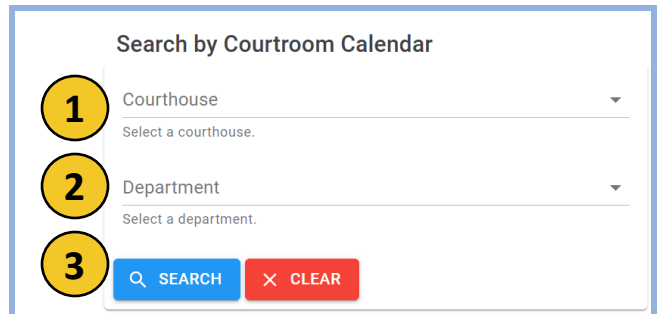
SEARCH CLEAR

### Other Search Options

Additional search options are found on the left-hand navigation panel. Users can search by: **Calendar Search (date)** or **Name Search**.

## Courtroom Calendar Search

1. Enter or select the courthouse of where your case will be heard.
2. Enter Department.
3. Click **Search**.



Search by Courtroom Calendar

Courthouse  
Select a courthouse.

Department  
Select a department.

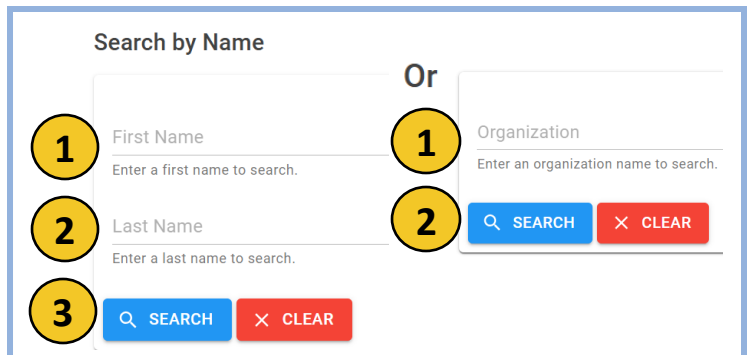
SEARCH CLEAR

## Name Search

1. Enter First Name
2. Enter Last Name
3. Click **Search**.

**OR**

1. Enter Name of Organization, if appearing on behalf of an organization.
2. Click **Search**



Search by Name

First Name  
Enter a first name to search.

Last Name  
Enter a last name to search.

Organization  
Enter an organization name to search.

SEARCH CLEAR

SEARCH CLEAR

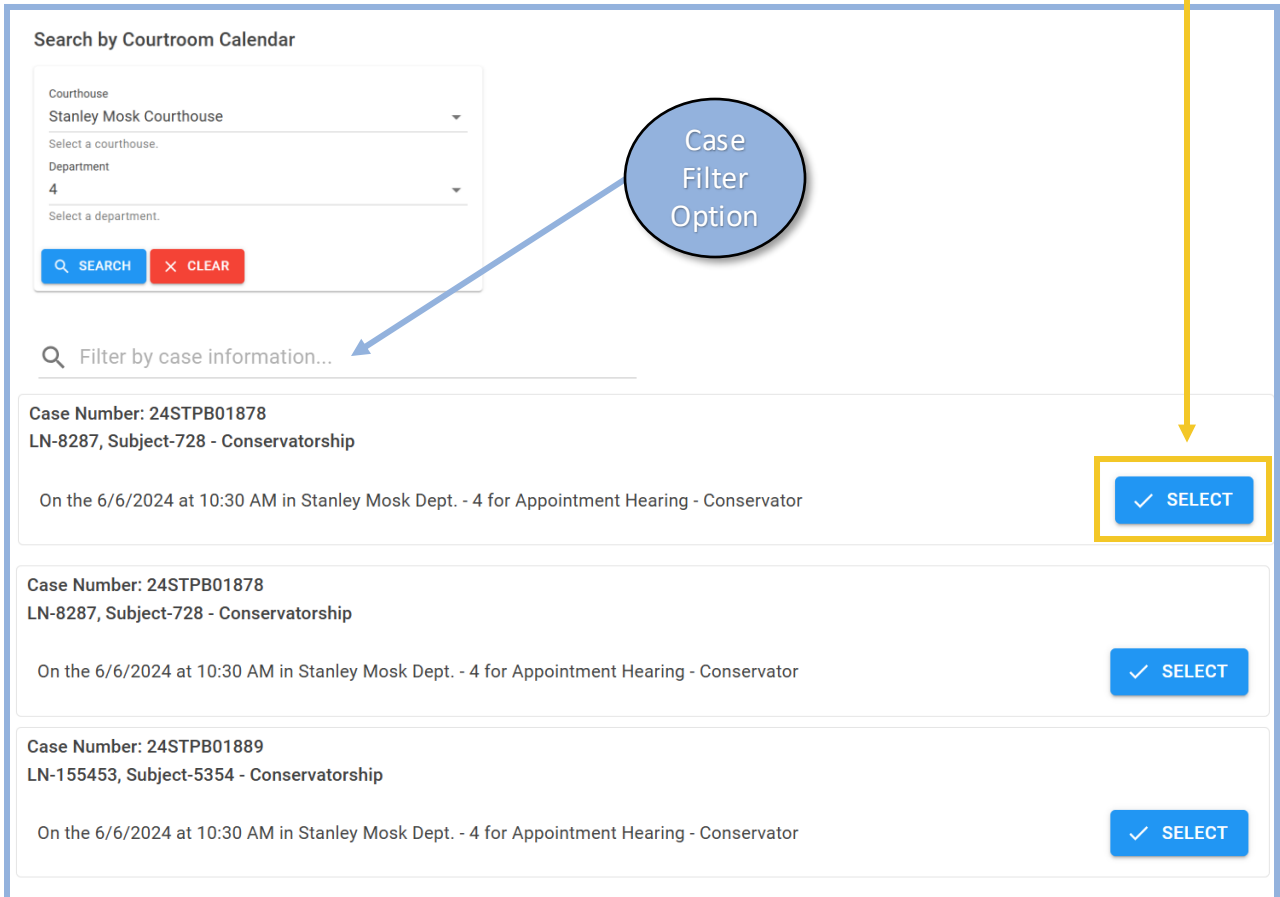
## Select Your Case

Depending on how you conducted your case search, cases will populate below the search option you selected.

Click **Select** on your case

**OR**

Type in case information in the Case Filter search bar.  
Once you locate your case then click **Select**.



**Search by Courtroom Calendar**

Courthouse  
Stanley Mosk Courthouse

Select a courthouse.

Department  
4

Select a department.

**SEARCH** **CLEAR**

Filter by case information...

**Case Number: 24STPB01878**  
**LN-8287, Subject-728 - Conservatorship**

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

**SELECT**

**Case Number: 24STPB01878**  
**LN-8287, Subject-728 - Conservatorship**

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

**SELECT**

**Case Number: 24STPB01889**  
**LN-155453, Subject-5354 - Conservatorship**

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

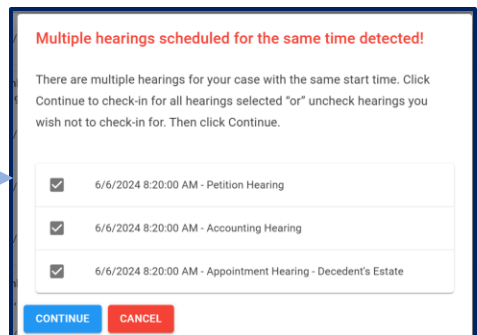
**SELECT**

If you have multiple cases scheduled for the same day and time, an additional prompt will appear:

Click **Continue** to check-in for all hearings

**OR**

De-select any hearing you wish not to check in for, then click **Continue**.



**Multiple hearings scheduled for the same time detected!**

There are multiple hearings for your case with the same start time. Click Continue to check-in for all hearings selected "or" uncheck hearings you wish not to check-in for. Then click Continue.

<input checked="" type="checkbox"/>	6/6/2024 8:20:00 AM - Petition Hearing
<input checked="" type="checkbox"/>	6/6/2024 8:20:00 AM - Accounting Hearing
<input checked="" type="checkbox"/>	6/6/2024 8:20:00 AM - Appointment Hearing - Decedent's Estate

**CONTINUE** **CANCEL**

## Select Your Name & Finalize Check In

Upon selecting your case, the case information will display. Verify the information is correct.

1. **Enter** an email address. This required step tracks all checked in hearings under this email account.
2. **Select** the radial button located to the left of your name.
  - 2a. If you are an attorney or are appearing on behalf of an organization, after selecting your name, you will be prompted to select the party you are appearing on behalf of.
  - 2b. If your name is not listed, **Select "I'm not seeing my name,"** then **type** in your last name or the name of the organization. Once it populates in the search bar, **select it.** Then **select** the party you are appearing on behalf of, if requested.
  - 2c. If your name does not appear on the list, **Select "Other"** from the list, NEXT:
    - Enter your name **exactly as it should appear on the record** and your role.
    - **Select** the party you are appearing on behalf of.
3. **Click** the blue **Check in** button.

### Remote Appearance Check-in

#### Case Information

Case number: 2

Case name: W TRO, et al. vs AI, LLC,

#### Hearing Information

2/26/2025 9:00 AM in department Department A

W TRO, et al. vs AI, LLC, et al.

2/26/2025 9:00:00 AM - Ex-Parte Proceedings

#### Email Address

Should you lose connection to your remote appearance simply return to the LACC then  
[Checked-in Hearings.](#)

Enter the same email address used at check-in and list of hearings checked-in will appear.

#### Select your name:

- ☐ Brent Alan Babow (Attorney) 2a
- ☐ Nancy Lee Aspaturian (Attorney for Petitioner)
- ☐ Petitioner-5751 LN-125157 (Petitioner)
- ☐ I'm not seeing my name. ? 2b
- ☐ Other 2c

#### Select a party you're appearing on behalf of.

- ☐ Petitioner-5751 LN-125157
- ☐ Subject-1952 LN-125219
- ☐ Other

- ☐ (Attorney)
- ☐ (Attorney)

I'm not seeing my name. ?

Type a last name or organization below

Type a last name or organization name

☐ Other

#### Attendee Name

Enter your name.

#### Attendee Role

Enter your role.

#### Select a party you're appearing on behalf of.

- ☐ Petitioner-5751 LN-125157
- ☐ Subject-1952 LN-125219
- ☐ Other

▶ CHECKIN

✕ CANCEL

## Check In Confirmation

After successfully checking in, the *Remote Appearance Check-in Confirmation* page will appear.


1. When ready, **click** the **Join** button of the corresponding hearing and you will be placed in the Microsoft Teams lobby until the courtroom is ready to admit you.
2. If you have additional hearings for which you have not checked in for, click the **Check In For Another Hearing** to repeat the process.


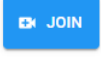

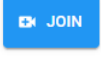



### Remote Appearance Check-in Confirmation



Please verify the case details before clicking the "join meeting" button below. When prompted by MS Teams, ensure that your check-in name matches your access option in MS Teams. Once check-in is complete, you will be placed in the MS Teams lobby until the courtroom is ready to admit you.



#### My Checked-in Hearings

Below is a list of all hearings you have checked-in for today using the email address [redacted]. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
8/13/2024 8:30:00 AM	Probate Code 850 Hearing	23STPB [redacted]	Frank L & D - Decedent	Jo Ann L&D	Stanley Mosk Dept. - 29	  
8/13/2024 8:30:00 AM	OSC Re Petition for Final Distribution or Status Report	22STPB [redacted]	W & L - Decedent	Jo Ann Test	Stanley Mosk Dept. - 4	 
8/13/2024 10:30:00 AM	Status Hearing	21STPB [redacted]	Stacy Charles - Conservatorship	Jo Ann Test	Stanley Mosk Dept. - 4	 

Notifications	Indication
	Your hearing was moved to another department. Clicking the <b>Join button</b> will take you to the new courtroom.
	Click the icon to obtain the Dial-In number and conference ID for your hearing.

## Attorney of Record Page

After successfully checking in to at least one case and you are the attorney of record in additional cases, those cases will populate in the *Same Day Check-In for Attorney of Record* page.

- **Highlighted rows in grey** – Indicate you have successfully checked in to the hearing.
- **Non-highlighted rows** – Indicate you have not checked in for that hearing.

## Finalize Check in for All Cases

To check in to additional cases:

1. Under the *Party* column, enter a last name or an organization name for which you are appearing on behalf of.
2. Upon searching, **select** the party. Repeat these steps for all cases listed.
3. Click **Continue**.

### Same Day Check-In for Attorney of Record

LACC has identified other hearings that were scheduled for the attorney of record.

Email\*

Enter the email address here.

Event Date & Time	Event Desc.	Case Number	Case Caption	Department	Party
<input checked="" type="checkbox"/> 3/5/2025 8:30:00 AM	Order to Show Cause Hearing	23[REDACTED]	[REDACTED] - Conservatorship	Stanley Mosk Dept. - 79	[REDACTED]
<input type="checkbox"/> 3/5/2025 10:30:00 AM	Appointment Hearing - Conservator	24[REDACTED]	[REDACTED] - Conservatorship	Stanley Mosk Dept. - 29	Search a party
<input type="checkbox"/> 3/5/2025 10:30:00 AM	Order to Show Cause Hearing	17S[REDACTED]	[REDACTED] - Conservatorship	Stanley Mosk Dept. - 9	Search a party
<input checked="" type="checkbox"/> 3/5/2025 8:30:00 AM	Order to Show Cause Hearing	23[REDACTED]	[REDACTED] - Conservatorship	Stanley Mosk Dept. - 79	[REDACTED]

CONTINUE

## Ready to Join

### Remote Appearance Check-in Confirmation.

Upon finalizing all check-ins. The list of hearings will appear.

When ready, click the **JOIN** button to enter the virtual hearing. Or check in for another hearing.





### Remote Appearance Check-in Confirmation

Please verify the case details before clicking the "join meeting" button below. When prompted by MS Teams, ensure that your check-in name matches your access option in MS Teams. Once check-in is complete, you will be placed in the MS Teams lobby until the courtroom is ready to admit you.

#### My Checked-in Hearings

Below is a list of all hearings you have checked-in for today using the email address [REDACTED]@mail.com. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
3/5/2025 8:30:00 AM	Order to Show Cause Hearing	23[REDACTED]	[REDACTED] - Conservatorship	[REDACTED] ESQ	Stanley Mosk Dept. - 79	 
3/5/2025 10:30:00 AM	Appointment Hearing - Conservator	23S[REDACTED]	[REDACTED] - Conservatorship	[REDACTED] Hay [REDACTED]	Stanley Mosk Dept. - 4	 

CHECK-IN FOR ANOTHER HEARING

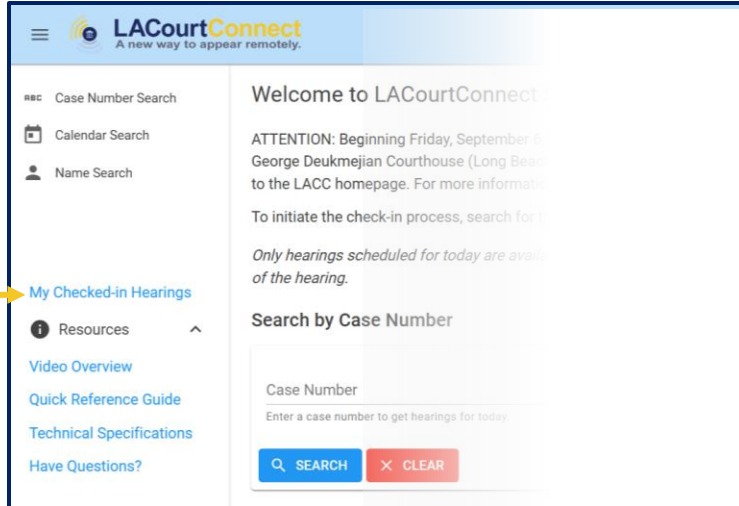
## My Checked-in Hearings

To access all hearings for which you have been checked in for:

**1** Click the **My Checked-in Hearings** option from the left-hand navigation panel.

**2** Enter the email address used to check in.

**3** Click **Submit**



Case Number Search  
Calendar Search  
Name Search

**My Checked-in Hearings**  
Resources  
Video Overview  
Quick Reference Guide  
Technical Specifications  
Have Questions?

Welcome to LACourtConnect

ATTENTION: Beginning Friday, September 6, George Deukmejian Courthouse (Long Beach) will be the LACC homepage. For more information, please visit the LACC homepage.

To initiate the check-in process, search for the case number of the hearing.

Only hearings scheduled for today are available for check-in.

Search by Case Number

Case Number  
Enter a case number to get hearings for today.

SEARCH CLEAR

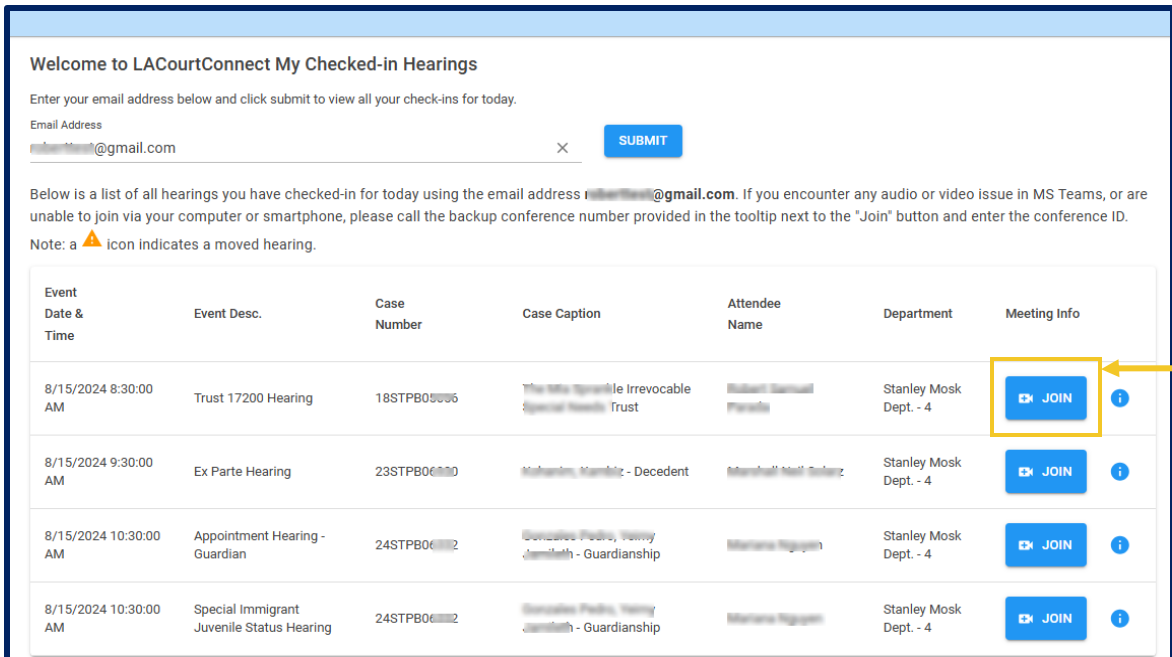
### Welcome to LACourtConnect My Checked-in Hearings

Enter your email address below and click submit to view all your check-ins for today.

Email Address

SUBMIT

**4** The list of hearings will appear. When ready, click the **JOIN** button to enter the virtual hearing.




Welcome to LACourtConnect My Checked-in Hearings









Enter your email address below and click submit to view all your check-ins for today.

Email Address  
[redacted]@gmail.com

SUBMIT

Below is a list of all hearings you have checked-in for today using the email address [redacted]@gmail.com. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

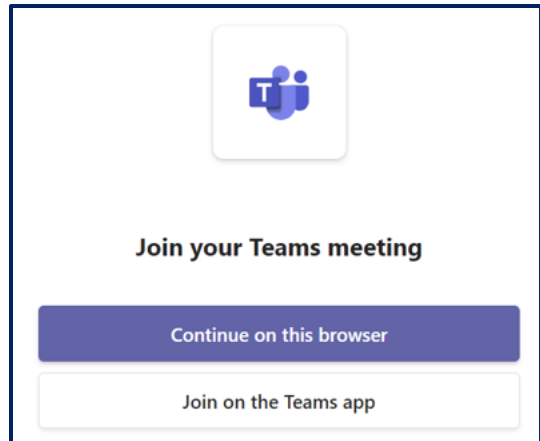
Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
8/15/2024 8:30:00 AM	Trust 17200 Hearing	18STPB05006	The [redacted] Irrevocable Special Needs Trust	Robert Samuel [redacted]	Stanley Mosk Dept. - 4	 
8/15/2024 9:30:00 AM	Ex Parte Hearing	23STPB06000	[redacted] - Decedent	[redacted]	Stanley Mosk Dept. - 4	 
8/15/2024 10:30:00 AM	Appointment Hearing - Guardian	24STPB06002	[redacted] - Guardianship	[redacted]	Stanley Mosk Dept. - 4	 
8/15/2024 10:30:00 AM	Special Immigrant Juvenile Status Hearing	24STPB06002	[redacted] - Guardianship	[redacted]	Stanley Mosk Dept. - 4	 

## Join Remote Hearing

After clicking the **JOIN** button, you will land on the Join your Teams meeting page in your internet browser.

- If you would like to continue using the browser, click **“Continue on this browser.”**
- If you have previously downloaded the Teams app, click **“Join on the Teams app.”**

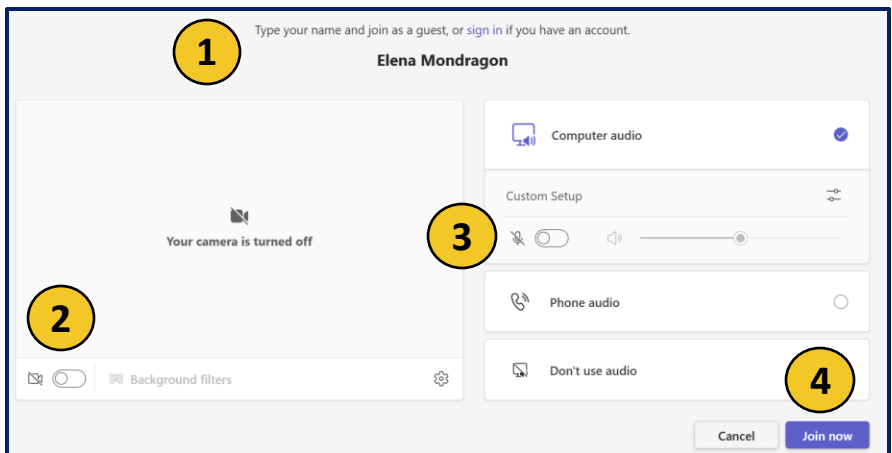


The Microsoft Teams app will launch.



### Ensure to:

1. Enter your name.
2. Turn the camera off.
3. Mute the microphone.
4. Once all settings have been verified, click **“Join now.”**



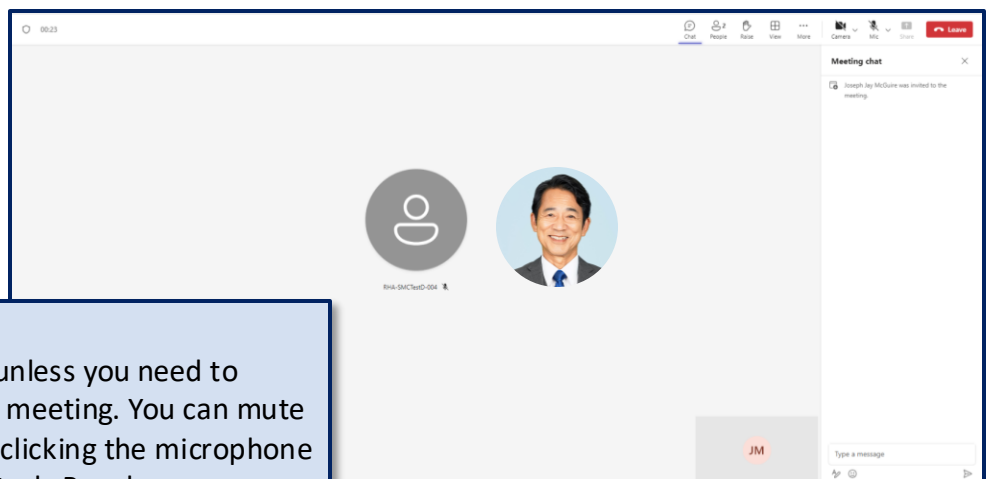
 **Note:**

Upon clicking **“Join now,”** the Court will be notified that you are waiting. Please be patient as you may be waiting several minutes before you are allowed into the hearing.

Once the Court is ready to call your case, you will automatically enter the virtual courtroom.

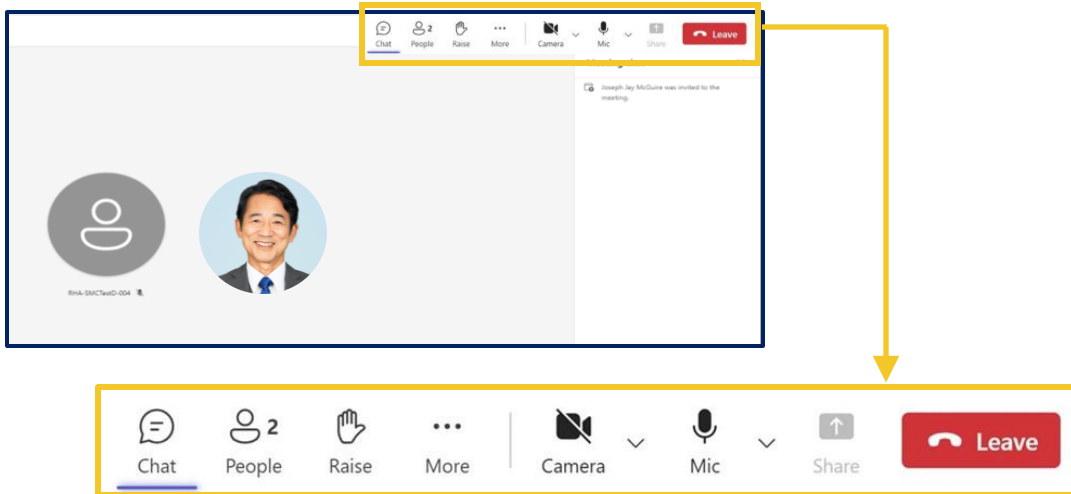
### Important:

- **Keep your mic muted** unless you need to speak or are leading the meeting. You can mute and unmute yourself by clicking the microphone icon in the Meeting Controls Panel.



## Using Microsoft Teams

At the top of the meeting window is a set of tools available for use during the hearing. We will review the primary tools.



### Chat

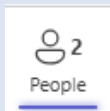


**The chat feature** is available to video and audio participants who join on the Teams app. The chat is not monitored by the Court.

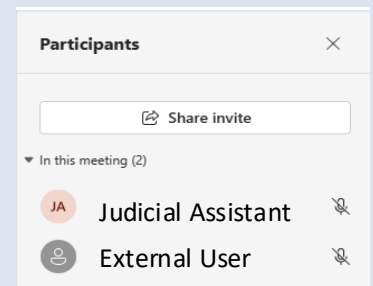
**The persistent chat group** is automatically created by Teams for each meeting. The Court is not responsible for the usage of the group chat. You can opt to leave the chat at any time after the hearing ends. To leave the chat:

1. Select **Chat** to open the chat list.
2. Find the name of the group you want to leave.
3. Then select **More options** > **Leave**.

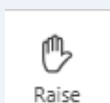
### People



**The participant feature** will display a list of attendees currently in the meeting.



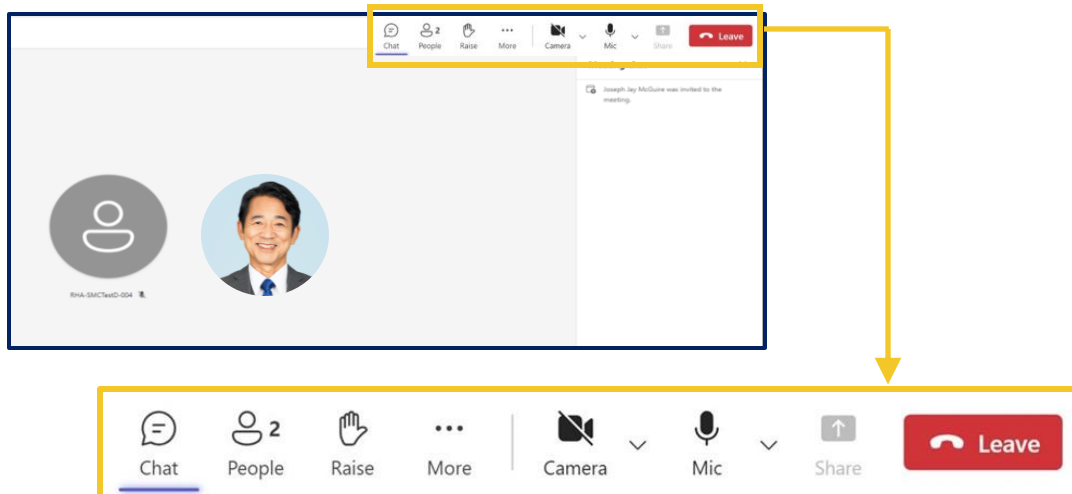
### Raise hand



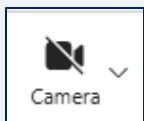
If you have a question and would like to make a comment in the hearing, click the raise hand icon so that you may be recognized by Court staff.

## Using Microsoft Teams Continued

At the top of the meeting window is a set of tools available for use during the hearing.



### Camera



Use the video icon to turn your camera off and on.

Best practices:

- **Avoid sitting with your back to a window or bright light source.** This causes a silhouette appearance where others cannot see you or determine your identity. Adequate lighting is critical for all parties on camera.
- **Think about the background.** Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees.

### Microphone



Use the microphone icon to turn your microphone off and on. **Keep your mic muted.** Best practices:

- **Enter muted.** Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation.
- **Use a headset with mic if possible,** for the optimal audio experience for both you and other meeting attendees. If a headset isn't available, use your device's built-in audio/mic. Call in via mobile device only as a last resort. If you DO call in, make sure your computer/laptop's mic and speakers are muted.

### Leave



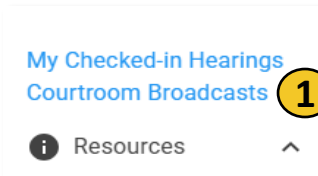
At the conclusion of your matter, click the Leave button at the top of the hearing window. For additional security, close all browser windows when finished.

## Courtroom Broadcasting

Courtroom Broadcasting enables attorneys and litigants to view and hear live audio and video of proceedings in Probate courtrooms where they have scheduled matters, allowing them to monitor the start of their hearings without needing to join each session.

To view the broadcast from a courtroom in which you have checked in, follow these steps:

- 1** Click the **Courtroom Broadcasts** option from the left-hand navigation panel
- 2** Enter the email address used to check in
- 3** Click **Submit**



Welcome to LACourtConnect Broadcasts

Enter email address used for Same Day Check-in and click SUBMIT to view live Courtroom Broadcasts. You may notice that some streams are currently not available. This is due to the departments not broadcasting. The streams will automatically start once the departments start broadcasting.

Email  
SMCbroadcast@abc.com

**SUBMIT**

The following types of broadcasts will display:

**Broadcast Enabled**  
**Microphones/Cameras On**  
Able to see/hear

Stanley Mosk Dept. - 72



**Broadcast Enabled**  
**Cameras Off**  
Able to hear if courtrooms  
microphones are on

Spring Street Dept. - 7



**Broadcast Disabled**  
Unable to see/hear

Spring Street Dept. - 7



To mute/unmute the broadcast of a courtroom to hear the audio, hover over the broadcast and click the audio in

